



## **Expectations of Student Advisory Board Members, Chaperones and Office of Public Instruction Staff**

**Summit November 9-10, 2011**

### **1. Student Advisory Board Member Expectations**

As a member of the Board, you advise Superintendent Juneau on how to improve the quality of education in Montana. You represent your school and fellow students.

The Board's work is handled through two in-person meetings and through regular communication between meetings, including Face Book, email, and phone. As a Board member, you are expected to respond to communication from OPI in a timely manner.

**All Student Advisory Board meetings are mandatory for all Board members.** The board meetings are critical to: understand the mission of SAB, serve as an advisor to the Superintendent, get to know fellow Board members, and discuss critical questions and issues related to improving the quality of education. **If you are unable to make a meeting, only extenuating circumstances with justifiable reason will be considered for continued membership on the Board.**

During meetings and activities at the Summit, members are expected to conduct themselves as leaders and representatives of their school. To promote participation and contribution from all members, each student is expected to:

- Be courteous and considerate of others
- Listen while others speak
- Arrive prepared by reading through all the pre-summit materials and clarifying any misunderstandings with OPI or their chaperone
- Come willing to share opinions, observations, and comments in discussion

### **2. Chaperone Expectations**

We appreciate the time you are taking to chaperone Board member(s) to and from the meetings. Please help ensure Board members feel prepared for the summit by asking the student advisory board member if they understand all the expectations, and that they have read and understand all the information sent in this pre-summit packet.

**Student behavior and actions while staying at the hotel, and any locations they go to outside of summit meetings are the responsibility of the Chaperone.**

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As a Chaperone, you are expected to get the Board member(s) to the meetings on time. You are expected to participate in the following events. You are not expected to participate during the full-day Summit with the Board members.

**Chaperones should plan to attend:**

- **Dinner and reception at Exploration Works!** (Directions provided in the pre-summit packet) Wednesday, November 9 from 6:00PM – 8:00PM
- **Chaperone Roundtable Discussion** with Deputy Superintendent Dennis Parman at UM Helena College of Technology Thursday, November 10 from 8:15AM – 9:15AM
- **Close of Summit Thursday**, November 10 from 3:30PM – 4:00PM

**3. OPI Staff Expectations**

The OPI staff is responsible for setting up the hotel reservations, travel reimbursements, providing dinner Wednesday and lunch Thursday, welcoming students and chaperones, and facilitating the summit.

Expectations for Board members will be covered during the summit. Once summit activities have ended **the chaperones and students will be responsible for actions and behaviors that occur.**

If you have any questions and / or comments regarding the expectations for Student Advisory Board members, chaperones, and OPI staff, contact Deb Halliday at 406-444-3559, or email [dhalliday@mt.gov](mailto:dhalliday@mt.gov).